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|  | <b>FORMAT FOR POLICY MANUALS</b> | <b>Operations Order<br/>3.8.01</b>    |
|                                                                                  | <b>PHOENIX POLICE DEPARTMENT</b> | <b>Rev. 02/28/25</b><br><b>PAGE 1</b> |

1. This policy establishes a uniform format for policy/bureau manuals for use department-wide.
2. The standardized format shown in the linked templates of this order will be used in setting forth policies outlined in all policy/bureau manuals.
3. All divisions/bureaus will be responsible for establishing their own individual policies.
  - A. Policies outlined in policy/bureau manuals will not conflict with Operations Orders.
    - Policy/bureau manuals will not have separate uniform/dress code policies or transfer policies except when specified/allowed by Operations Orders.
    - Policy/bureau manuals will only have information/policy specific to the function of the division/bureau; they will not restate procedures already covered in the Operations Manual.
  - B. Bureau manuals will be reviewed, and updated if necessary, every three years.
  - C. Policy/bureau manuals should use gender neutral terms in revisions/additions to their manuals.
  - D. Bureaus are responsible for staffing revised policy manuals to the Policy Unit and the appropriate employee association/s prior to finalizing (see [Operations Order 3.8.00, Written Directives and Communications](#), for more information).
  - E. Division/bureau commanders/administrators will indicate a policy has been approved/finalized by signing their name or their initials on page one next to the bureau name, or via an email to the Policy Unit.
  - F. All divisions/bureaus will email a current digital copy of their bureau manual to the Policy Unit ([ppd.policy@phoenix.gov](mailto:ppd.policy@phoenix.gov)) for posting in the Department Document Management System (DMS).
    - The office of record for bureau manuals will be the respective bureau.
  - G. The formats shown in this order are available to all divisions/bureaus by e-mail in a Word document upon request from the Policy Unit.
  - H. All revisions and/or additions to policy/bureau manuals will be made using the format in this order.
  - I. Formatting Templates:

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| (1) <a href="#">3.8.A, Policy Outline</a>             | • Outline format                                                                                      |
| (2) <a href="#">3.8.B, Header Templates</a>           | • Examples of bureau manual header, different styles for division/bureau manuals, and addendum header |
| (3) <a href="#">3.8.C, Landscape Header Templates</a> | • Example of long-style addendum header                                                               |

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| <b>Last Organizational Review:</b> |
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